



St. JOSEPH UNIVERSITY

(A State Private University)

Established under Tamil Nadu Private Universities Act, 2019

(Tamil Nadu Act 14 of 2019)

FIRST ORDINANCES

Under Clause 33 of the Aforesaid Act

St. Alphonsa Trust

KMMC, St. Devasahayam Nagar, Muttom – Eraniel Road, Kanyakumari District – 629 202.

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1. Short Title and Commencement:

- (a) These Ordinances may be called the first Ordinances of St. Joseph University, under section 33 of Tamil Nadu Private Universities Act, 2019.
- (b) They shall come into force with effect from the date of publication by the St. Joseph University. Upon coming into force of this amended Ordinance, the first Ordinance of the St. Joseph University shall stand amended and
 - (i) notwithstanding anything to the contrary, all actions taken, decision made, rights and liabilities created and exhausted shall deem to be saved, valid and binding on the St. Joseph University;
 - (ii), this Ordinance shall be the amended Ordinance of the St. Joseph University.

2. Definitions:

In these Ordinances unless the context otherwise requires:

- (a) "Act" means **the Tamil Nadu Private Universities Act, 2019 (T.N Act No. 14 of 2019)**;
- (b) "Statutes" and "Ordinances" means respectively, the Statutes and the Ordinances of the University for the time being in force;
- (c) "Ordinance" means the First Ordinances of St. Joseph University, made under Tamil Nadu Private Universities Act, 2019 (T.N. Act No. 14 of 2019);
- (d) "Sponsoring Body" in relation to the St. Joseph University established under the Act means: St. Alphonsa Trust, registered under the Indian Trusts Act, 1882 (Central Act 2 of 1882);
- (e) The "Governing Council" shall mean the committee constituted by the Sponsoring body of the St. Joseph University;
- (f) "Executive Council" means the Executive Council of the University;
- (g) "Academic Council" means the Academic Council of the University;
- (h) "Admission Committee" means the committee responsible to plan, organize and control the admissions to various programs conducted by the University. When constituted, its composition, powers and functions may be prescribed by the Executive Council and it shall be an authority of the University in terms of section 14 of the TN act of 2019;
- (i) "A Regular Course of Study" means the courses of study running in the

University as full time or campus-based study;

- (j) "Board" means the Board of Studies or the Planning Board, or any other Board of the University;
- (k) "Branch of Courses of Study", means the area of the specialization of the study of any of the programs of respective Schools;
- (l) "Chancellor", "Pro Chancellor", "Vice Chancellor", "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor", the "Vice Chancellor" and the "Pro-Vice-Chancellor" of the University;
- (m) "Controller of Examination", means the person who has been put in charge to conduct the examination(s);
- (n) "Course Coordinator" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
- (o) "Degree/Diploma" shall mean the; the Bachelor's degree viz. B. Tech / Diploma and such other degrees/Diploma of the University as may be approved by the Executive Council.
- (p) "Degree/Diploma Programs" means the Degree/Diploma Programs in the respective branch/department of the respective School.
- (q) "Departmental Moderation Committee" shall mean the committee appointed by the Vice Chancellor for each department to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a given level of a curriculum. It shall normally be headed by the Head of the Department and consist of all course coordinators as members.
- (r) "Detained student", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason;
- (s) "Department" means a Department of Studies and includes a Centre of Studies and Research;

- (t) "Dean, Director/Principal" means the Head of an "Institution", a College, Centre and a School, or the person appointed for the purpose to act as such in his absence of the University. Deans of Faculty/Schools, Deans Academics, Dean Research and Consultancy, Dean Student welfare" means the Deans of Faculty / Schools, Dean Academics, Dean Research and Consultancy, Dean Student welfare of the University;
- (u) "Doctoral Programs", means the Doctorate/Research Programs in the respective branches/departments of the respective School.
- (v) "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).
- (w) "Employee" means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- (aa) "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination;
- (bb) "Examination Pattern", means the system of the examination being followed by the University;
- (cc) "External Examiner", means the examiner from other University/Institution;
- (dd) "Faculty" means a Faculty of the University;
- (ee) "Fee" means the collection made by the University from the students, by whatever name it may be called;
- (ff) "Hostel" means scholar/students Hostel of the University;
- (gg) "Internal Examiner", means the examiner from a teaching department of the University;
- (hh) "Investigator" means the person in-charge of a project allotted to him/her by any of the research organizations like DST/CSIR etc along with financial support/grant or a consultancy service allotted along with financial support.
- (ii) "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall;
- (jj) "Institution/College" means a college including existing college or an

Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University;

- (kk) Management: shall mean the Governing Council, the Executive Council or any authority or officer of the University, designated by the Governing Council, Executive Council, Chancellor, Byelaws, and Ordinances and Statutes of the University, to exercise powers over specified functions.
- (ll) "Post Graduate Programs", mean the Master's Degree / Diploma Programs in the respective branch/department of the respective School,
- (mm) "Prescribed" means prescribed by the Statutes;
- (nn) "Programs of Study" means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program;
- (oo) "Records and Publication" means the records and publication of the University;
- (pp) "Registrar", "Deputy Registrar", "Chief Finance Officer" / "Finance Officer", "Controller of Examinations", "Librarian" means respectively the Registrar, the Deputy Registrar, the Chief Financial Officer, the Controller of Examination, the Librarian of the University;
- (qq) "Regular Student", means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;
- (rr) "Regulation" means the regulation made under the provisions of the Act;
- (ss) "Regulatory Body" means statutory bodies established by the central government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental Council of India, the Nursing Council, the National Medical Commission, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case may be;
- (tt) "School" means School of Engineering & Technology, School of Management, School of Law, School of Medicine & Health Sciences, School of Science & Humanities, School of Agriculture and any other

such school may be opened and so named by the University;

- (uu) "School of Engineering & Technology" means the School of the University offering the programs of study on the areas of Computer Science & Engineering, Technology, Information Systems and Computing;
- (vv) "School of Management" means the school of the University offering the programs of study on the areas of management and and its allied subjects;
- (ww) "School of Medicine & Health Sciences" means the school of the University offering the programs of study on the areas of Medicine, Allied Nursing, Pharmacy, Physiotherapy and Health Sciences and its allied subjects;
- (xx) "School of Law" means the school of the University offering the programs of study on the areas of law and its allied subjects;
- (yy) "School of Agriculture" means the school of the University offering the programs of study on the areas of Agriculture & Horticulture and its allied subjects;
- (bbb) "Semester System" means the temporal plan of the Academic work in the University, in that, the academic year is divided into two independent semesters like Odd (Jul-Dec) and Even (Jan-June), for purpose of delivery of course work , evaluation and monitoring of the progress of students;
- (ccc) "Student" means a student enrolled in the register of the University;
- (ddd) "Supervisor" means a member of academic staff of the University approved to guide/supervise the research work of PhD student/Scholar.
- (eee) "Teacher of the University" means Professors, Associate Professors, Assistant Professor, and such other persons as may be appointed for imparting education/instructions, or conducting research in the University and are designated as teachers by the Ordinances;
- (fff) "University" means the St. Joseph University, established under section 3 of the Act;

- (ggg) "University Disciplinary Committee" means the standing or adhoc committee of faculty /staff of the University, constituted by the Vice Chancellor for maintenance of good order & discipline and code of conduct amongst students, investigating any breach of same and awarding punishment as per rules or recommending the same to the Vice Chancellor and further recommending remedial measures to avoid recurrence of same;
- (hhh) "University Examination Committee "means the committee constituted to oversee the Examinations in the University. Its compositions, powers and functions, when constituted, shall be as defined in the Statutes of the University;
- (iii) "University Grants Commission" or "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956;
- (jjj) "University Grants Commission Regulation 2010" or "UGC Regulation 2010" means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2010 made under the University Grants Commission Act, 1956 (No. 3, 1956) as amended from time to time;
- (kkk) "Undergraduate Programs", means the Bachelor's degree programs in the respective branch/department of the respective School;
- (lll)"Words and Expressions" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act;
- (mmm) 'He' & 'His' wherever they figure in the Ordinances shall imply 'he'/'she' and 'his'/'her' respectively.

3. Ordinances pertaining to Admission and Enrolment:

- (a) The University shall have an Admission Committee which shall be responsible to plan, organize and control the admissions to various

programs conducted by the University.

- (b) The composition of Admission committee:
 - (i) The Vice Chancellor, Chairman;
 - (ii) The Pro Vice Chancellor (if appointed);
 - (iii) The Registrar, non-voting member;
 - (iv) The Director of Admissions, Member;
 - (v) Dean Academics & Research;
 - (vi) All the Deans of Schools;
- (c) The Admission Committee shall also be responsible for ensuring;
 - (i) Compliance to all regulatory requirements in respect of admissions to various programs.
 - (ii) Review and dispose any representations from candidates.
 - (iii) Ensure that admissions policies, if any, approved by the Executive Council are complied.
- (d) The Chairman shall form a quorum for a meeting of the Admission Committee. Presence of one member amongst Chairman and or one person nominated by the Governing Council is mandatory and they should be in agreement with all recommendations of the Admission Committee. Any decision taken without their written consent of the Governing Council will be treated as null and void.
- (e) The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing an eligibility degree/diploma/certificate examinations may be considered for admission by the Admission Committee.
- (f) The decision of the Admission Committee shall be final and binding.
- (g) Admission of students shall be made on all- India basis and open to all classes of persons as defined in the Ordinance/Act of the University;
- (h) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations conducted by National bodies, like JEE, GATE, CAT, GMAT, NET, GRE, NMAT, CSAT, etc., or any other as may be decided by the management or individually by the University and /or interviews for students having scholarships/fellowships like CSIR, etc.;

the details of which shall be published in advance in the brochure of the University. The written test where held by the University and, maybe 'objective' / 'descriptive' in nature and of a very high standard. The specific details about the written test and applicability of the Interview for admission to each program/course of study will be decided by the management and published in the prospectus;

- (i) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with disabilities, or persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC/ST/Other Backward Class Categories shall be observed as per the norms/policies laid down.
- (j) Provided further, that no such special provision shall be made on the ground of domicile.
- (k) The Vice Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University;

(l) **Eligibility for admission of students**

- (i) No student shall be eligible for admission to a course of study, a degree or diploma unless he possesses such qualifications as may be prescribed by the University for the said course of study, from time to time.
- (ii) Admission and enrolment of students in the University shall be regulated in the manner as below:
 - (aa) The procedure of admission shall be approved by the Management from time to time and shall be published in the prospectus.

- (ba) The University will publish an admission advertisement in national / local' newspapers and / or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each program as prescribed by the University.
- (ca) Save otherwise provided, all the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose per the eligibility conditions prescribed for the courses offered by the University,
- (da) The candidates seeking admission to a course of study in the University must fulfil the laid down eligibility criteria in terms of educational qualification or any other conditions as may be prescribed for it and published in the prospectus from time to time.
- (ea) The maximum number of seats in each course shall be determined by the Management from time to time.
- (iii) No candidate shall be entitled to claim admission as a matter of right.
- (iv) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

(m) Restrictions for admission on certain grounds

- (i) No student shall be admitted in two regular Programs concurrently within or outside the University except that a student pursuing a degree program in the University ,may be permitted to take admission in a part-time certificate/ diploma/ advanced diploma courses or in a programs/courses under the 'distance learning mode' approved by the UGC ;provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'distance mode'.
- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure

laid down for the purpose.

- (iii) A student who has completed a Postgraduate/ Undergraduate /Certificate program/Course shall not be allowed to be admitted again in the same program/course in the same discipline.
- (iv) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/University, shall be admitted to any course of study during the period for which the sentence is in operation.
- (v) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect.
- (vi) A student who has taken admission to any course as a full-time regular student will forfeit his/her right if he becomes an ex-student of the University and will not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.

(n) **Re-admission**

- (i) A student of the 1st Year/1st Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.
- (ii) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.
- (iii) Enrolment/Registration of Students

- (iv) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/ registered as a student of the University.
- (v) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- (vi) The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Schools /Centres of the University or carrying on research work in the University.
- (vii) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- (viii) A student applying for change of his/her name in the record of students, shall submit his/her application to the Registrar accompanied by (a) The prescribed fee; (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

(o) **Late Admission:**

Late admissions may be accepted purely at the discretion of the Vice-Chancellor subject to fulfilment of guidelines prescribed by the regulatory bodies (i.e. UGC/AICTE/BCI) in accordance with instructions/guidelines on the subject.

(p) **Procedure of Withdrawal:**

- (i) Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of MHRD/AICTE/UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time, and which at time of promulgation of the Ordinances. In case the student registers for the program on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount.
- (ii) Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to MHRD/AICTE/UGC guidelines.

4. Ordinances pertaining to Programs/Courses of Study (All programs)

- (a) This Ordinance pertains to various programs of study offered by the University, with information about the name of the School/Department/Centre offering the program, duration of the program, and the minimum eligibility requirements for admission.
- (b) There shall be Programs of Study in the University for Degrees, Diplomas and Certificates in different Schools/Departments/Centres. The University shall offer such programs and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s).
- (c) In addition to the Programs of Study listed, the Executive Council may exercise powers to introduce, modify or discontinue a program on

recommendations of the Academic Council. The procedure for starting a new program, temporarily suspending an existing program or phasing out a program shall be such as may be laid down in the regulations and approved by the Executive Council.

- (d) Minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or specified by the Executive Council. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (e) The procedure for the admission shall be such as may be specified by the Executive Council;
- (f) A student may be granted such scholarship / assistantship / stipend / contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or regulations laid down for the same.
- (g) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program.
- (h) "Standing Orders for Students" shall be deemed to be a part of the Ordinances". A student admitted to the programs shall abide by the "Standing Orders for Students" issued by the University from time to time. These standing orders shall deal with the discipline of the students in the Hostels, Departments, and the University premises and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students' co-curricular and extra-curricular activities.
- (i) Notwithstanding, anything contained in the above Ordinances, no regulations shall be made in contravention to the decision of the Executive Council in regard to duration, assistantship rules, admission processes, intake of students etc.
- (j) In exceptional circumstances, the Chairman of Executive Council may,

approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Executive Council in its next meeting.

- (k) The rules governing programs to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.

4A. Ordinances for PhD Programs

- (a) The Ordinances of the University shall take precedence over the rules for the PhD Programs in the matter of any dispute.
- (b) The minimum entry qualifications and procedure for admission to the Ph.D. program shall be as laid down in the regulations.
- (c) A student enrolled for the PhD program will be considered eligible for registration as a scholar on his making an application in the prescribed form, provided he has completed the prescribed course work and cleared the requirement of comprehensive examination and fulfilled the requirements specified in the Regulations.
- (d) For a student to become a scholar for award of the degree, he shall have to satisfy the requirements laid down in the Regulations of the program and be accepted by the Vice Chancellor on the recommendation of the respective school/department/centres.
- (e) The award of the Ph.D. Degree to an eligible scholar shall be made in accordance with the Regulations of the University. "The Degree of Doctor of Philosophy" may be conferred on a student subject to the following conditions:
 - (i) Research work has been carried out at the University under the guidance of Supervisor(s).
 - (ii) A scholar registered for the Ph.D. program shall be required to satisfy a minimum registration period.
 - (iii) The thesis submitted by the student is required to be recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners constituted for the viva-voce examination.

- (iv) Complete all requirements for award of degree as laid-down in the Regulations.
- (f) A student/scholar shall be required to earn prescribed minimum credits through courses and/or carry out his research work at the University, under the guidance of approved supervisor(s). In special circumstances, a full-time student/scholar may be permitted to carry out part of his research outside the University.
- (g) The date of initial registration shall normally be the date on which the student formally registers for the first time in the beginning of a term for the Ph.D. program, which shall also be the date of his joining the program for all intents and purposes.
- (h) The degree of Doctor of Philosophy shall not be conferred as an *adeundem* degree. However, the University may choose to confer Honorary Degree on men/women of distinction from time to time.
- (i) University Faculty, Research Assistants, Technical Assistants or any other duly approved category of University staff may be registered for the degree of Doctor of Philosophy provided they fulfil the eligibility as laid down in the Regulations.
- (j) All PhD students will be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (k) Based on the recommendations of the Academic Council, the Executive Council shall approve the Regulations for the PhD Programs which would detail the procedures and rules for following:
 - (i) Admission Eligibility.
 - (ii) Shortlisting and Selection process.
 - (iii) Classifications of students/scholars
 - (iv) Registration rules
 - (v) Course work for the students for various programs
 - (vi) Thesis Supervisor(s), nomination and contingencies

- (vii) End Semester Examination requirement for progression.
- (viii) Eligibility for Registration as Scholar for the Degree
- (ix) Performance monitoring and mentoring.
- (x) Minimum/Maximum Registration Duration Requirement
- (xi) Rules on presentation of synopsis
- (xii) Nomination of Board of Examiners
- (xiii) Procedure for Thesis Submission
- (xiv) Procedure for Thesis Evaluation
- (xv) Conduct of Viva-Voce (Open Defence)
- (xvi) Rules for award of Ph.D. Degree
- (xvii) Rules for award of financial assistance/scholarship
- (xviii) Leave & Attendance rules
- (xix) Conditions for cancellation of registration
- (xx) Rules Regarding conduct and discipline
- (xxi) Depository with UGC
- (xxii) Standing Orders
- (xxiii) Any other procedures and rules

4B. Ordinances for Post Graduate Degree / Diploma Programs

- (a) The University shall offer post graduate degree /diploma programs and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of School of Engineering & Technology, School of Management, School of Law, School of Medicine & Health Sciences, School of Science & Humanities, School of Agriculture
- (b) The minimum entry qualification for admission to the Post graduate degree / diploma programs shall be such as may be laid down in the regulations or specified by the Executive Council.

- (c) A student of Post graduate degree / diploma shall be required to earn a minimum number of credits through various academic components of a curriculum, as provided for in the regulations.
- (d) The date of initial registration for the program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (e) A student may be granted such scholarship /assistantship /stipend/contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or regulations laid down for the same.
- (f) In exceptional circumstances the Chairman of Executive Council may, approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary or expedient for the smooth running of the program: provided all such changes are reported to the Executive Council in its next meeting.
- (g) All the Students shall be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (h) Based on the recommendations of the Academic Council, the Executive Council shall approve the Regulations for the Program which would detail the procedures and rules for following:
 - (i) Admission eligibly, criteria and procedure of admission.
 - (ii) Term System, duration, type of courses.
 - (iii) Structure of program.
 - (iv) Curriculum, Courses, objectives, outcomes, syllabus,
 - (v) Registration Rules.
 - (vi) Credit system.
 - (vii) Examination and evaluation policy/system including conduct of exams, credit assignments etc.
 - (viii) Grading system.
 - (ix) Attendance rules.

- (x) Rules on monitoring and mentoring progress including detention/promotion to next stage.
- (xi) Rules on conditions for award of degree.
- (xii) Discipline and Unfair means.
- (xiii) Standing Orders and Hostel rules.
- (xiv) Any other procedures and rules

4C. Ordinances for Under-Graduate Programs

- (a) Notwithstanding anything contained to the contrary, the following Ordinances shall apply to all undergraduate Programs of the School of Engineering & Technology, School of Management, School of Law, School of Medicine & Health Sciences, School of Science & Humanities, School of Agriculture and under the Semester System.
- (b) The University may introduce B.Tech. or any other UG programs in any of the streams specified under the UGC Act 1956, as approved by the Executive Council.
- (c) The admissions to under-graduate courses shall be generally governed by the rules of the UGC/AICTE/BCI or any other competent authority of the MHRD and shall be as notified in the admission notification of the respective academic year.
- (d) Minimum qualification for admission to the under-graduate programs shall be qualifying the Senior Secondary School Certificate (10+2) examination. While deciding the admission procedure, the University may lay down compulsory subjects in qualifying examination for admission for various programs. The eligibility examinations should have been passed from any recognized Technical Board / University. Minimum qualification for admission to all the under- graduate programs would be approved by Executive Council in consonance with the governing rules issued by the regulatory bodies i.e. UGC/AICTE/BCI from time to time.
- (e) **Procedure for facilitating and promoting lateral entry admissions/transfer of credits** earned (at 1st/2nd Year, as applicable to different programs) by the students of the other University/Educational
- (f) Institutions to St. Joseph University, is elaborated in ORIDNANCE FOR LATERAL ENTRY ADMISSIONS AND TRANSFER OF CREDITS FOR

UG PROGRAMS approved by Academic Council.

- (g) The date of initial registration for the UG program shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the program for all intents and purposes.
- (h) All students shall be governed by the rules, regulations and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.
- (i) Based on the recommendations of the Academic Council, the Executive Council shall approve the Regulations for all academic requirements including the Lateral Entry admissions and Transfer of Credits for UG Programs which would detail the procedures for following:
 - (j) Term System, duration, type of courses.
 - (ii) Registration rules.
 - (iii) Examination and evaluation policy/system including exams, credit assignments.
 - (iv) Grading system.
 - (v) Attendance rules.
 - (vi) Rules on monitoring and mentoring progress including detention/ promotion to next year.
 - (vii) Rules on conditions for award of degree.
 - (viii) Discipline and Unfair means.
 - (ix) Standing Orders and Hostel rules.
 - (x) Any other procedures and rules

5. Ordinance Related to Medium of Instruction and Examination

The medium of instruction and examination at all stages of education in all courses in the University shall be English.

6. Ordinance in relation to Conditions for award of Degrees, Diplomas,

Certificates and any other distinctions & means relating to granting and obtaining the same and Convocation.

- (a) The conditions for award of Degrees, Diplomas, Certificates and any other distinctions shall be laid down in the respective regulations governing the programs, as per Ordinance 4 above.
- (b) **Convocation**
 - (i) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice- Chancellor with the approval of the Chancellor.
 - (ii) Not less than four weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Chancellor.
 - (iii) The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfil the conditions for the award as laid down in the rules of respective programs.
 - (iv) The University shall create the provisions and rules for award of medals to the students for each year at the time of the Convocation.
 - (v) The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Chancellor, the members of the Governing Council, the Executive Council, Vice-Chancellor, the Academic Council, and Deans of the Schools.
 - (vi) The student desiring to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the Vice-Chancellor may in special

cases permit the receipt of late applications up-to 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.

- (vii) Such students who are unable to present themselves in person at the convocation, may apply for receiving their degrees in absentia in the prescribed form, one month after the date of convocation along with a fee as prescribed by the University.
- (viii) Every degree shall bear the signature of the Vice-Chancellor and Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
- (ix) The Honoris Causa degree shall be awarded with prior approval of St. Joseph University Governing Council. The Executive Council shall send recommendations to the State Government for approval for granting of honorary degrees and other distinctions. All proposals for the conferment of honorary degrees shall be made by the Executive Council and require the assent of the Governing Council before processing with the TN State Government. This degree will bear the signature of the Chancellor, Vice Chancellor and Registrar.
- (x) Dignitaries such as the Chief Guest, the Chancellor, the Vice-Chancellor, the Deans, the Registrar and the member of the Governing Council, the Executive Council and the Academic Council shall wear such academic robes and hat as is approved by the Executive Council.
- (xi) All students at the convocation shall wear the robes and hat as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the convocation, who is not in proper academic costume. The decision of the management in this regard shall be final.
- (xii) Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. A rehearsal may be

arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.

- (xiii) The Academic Procession shall comprise the Chancellor, the Vice-Chancellor, the Deans of Schools, the members of the Governing Council, nominees of Executive Council, members of Academic Council and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of “any supreme power” to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards dais in following order.

(aa) The Registrar

(ba) Members of the Academic Council

(ca) Members of the Executive Council

(da) Members of the Governing Council

(ea) Deans

(fa) Directors

(ga) The Vice-Chancellor

(ha) The Chief Guest, if any

(ia) Other nominated Guest(s)

(ja)The Chancellor

- (xiv) All above shall take their seats on the dais in places reserved for them.

- (xv) The students present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- (xvi) Lamp may be lighted, to invoke the blessings of “any supreme power”.
- (xvii) The Registrar shall take the sanction of the Chancellor and in his absence the Pro Chancellor/Vice Chancellor to start the proceedings by saying “The convocation of the St. Joseph University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?” the Chancellor or the Pro Chancellor/Vice Chancellor shall then pronounce." I permit the convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Chancellor/ Pro Chancellor/Vice Chancellor I, declare the Convocation open".
- (xviii) The Vice-Chancellor will then present the annual report of the University.
- (xix) The Honorary Degrees, if any, shall be conferred immediately after the opening of the convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice- Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Chancellor to confer the Honorary Degree in the following words:

 "By virtue of the authority vested in me as the Vice Chancellor of the St. Joseph University, I request Hon'ble Chancellor, that you may be pleased to graciously confer upon _____(Name of the distinguished person) the Degree of _____ (Honoris Causa) for his outstanding services”.

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on the Degree of (honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree *will* then present his address, if any.

(xx) Chancellor or in his absence the Pro/Vice- Chancellor shall then say: "Let the students be presented".

(xxi) The following shall be the order of the presentation of degrees:

(aa) Ph.D Degrees in Engineering / Science/ Management/ Humanities / Social Sciences in that order;

(ba) Post Graduate Degrees (in Engineering/ Science/ Business Administration);

(ca) Under Graduate Degrees;

(da) Diploma/Certificates;

(ea) Chancellor Gold Medal

(fa) Chancellor Silver Medals

(ga) Vice-Chancellor Gold Medals;

(xxii) The Deans of their respective schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans of the School and the Vice-Chancellor shall be:

"Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of ___to which I pray he/they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain

standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of _____ in this University and charge you to prove worthy of the honour conferred on you.

The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the students to the degrees.

- (xxiii) After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.
- (xxiv) The Chancellor, or in his absence the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Pro/Vice-Chancellor, as the case may be.
- (xxv) The Chancellor, and in his absence the Pro/Vice-Chancellor, will then introduce the chief Guest and request him to address the convocation.
- (xxvi) The Chief Guest will then deliver the convocation address.
- (xxvii) The Registrar with the permission of the Chancellor, and in his absence with the permission of the Pro/Vice-Chancellor will then declare the convocation closed.
- (xxviii) National Anthem shall then be played, after requesting all to stand up for the National Anthem.
- (xxix) The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
- (xxx) If any student fails to attend the Convocation, he/she shall pay a sum, as may be specified from time to time to the University before

(xxxi) he/she is admitted to the Degree/Diploma.

(xxxii) Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.

(xxxiii) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above,

(c) Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates, ID Cards, Booklet on Academic Rules & Standing Orders and Other Documents)

University shall adopt the system for award of Academic Documents to the students against charges as approved by the Finance Committee / Executive Council Committee. These charges may be renewed by the Executive Council from time to time and displayed on the University website.

7. Ordinance Related to Fee to be charged

- (a) The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs.
- (b) Students' admitted to various Programs in the Schools/Centres shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as per Statutes 5 of the University, consistent with the policies laid down in the Act.
- (c) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.

- (d) The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the academic programs of the University in case of defaults, and such other matter, may be implemented by the University.
- (e) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:
 - (i) Registration fees;
 - (ii) Admission fees;
 - (iii) Tuition fees;
 - (iv) Development Fee;
 - (v) Hostel Charges to include Boarding, Lodging and Laundry;
 - (vi) Summer /winter vacation Charges, for those who are required to stay in Hostel during vacation with the permission of University;
 - (vii) Medical fee;
 - (viii) Sports fees;
 - (ix) Examination fee;
 - (x) Library Fee;
 - (xi) Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
 - (xii) Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc;
 - (xiii) Caution Money/Security deposit. The same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
- (f) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a delay fine. The student's name may be struck off, after this date, and he may be re-admitted on payment of re-admission fee and no delay fine be charged. The Vice Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has

been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/ Registrar and prescribe such condition as he may consider necessary for the purpose.

- (g) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced. No cash transactions shall be allowed.

8. Ordinance in Relation to Research Assistantship/Scholarship/Medals etc.

- (a) The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Executive Council and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Executive Council. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
- (b) The Fellowship/Assistantship/Scholarships shall be given to the eligible students within the policy frame work at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
- (c) All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice Chancellor.
- (d) The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
 - i. Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
 - ii. The terms and conditions for the award and the duration of a

Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the University may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the University. However, research staff who is awarded a research fellowship to work in the University has to submit an undertaking that he/she is not registered for Ph.D. degree in any other University.

- iii. The maximum duration of which assistantship can be awarded to any Ph.D. student is 4 years (3+1 years) or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance with at least one publication/conference paper within 3 years otherwise the Teaching Assistantship may be discontinued.
- iv. The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
- v. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph.D scholar may, however, be given teaching/other academic assignment of not more than 8 hours a week in the University, where he/she where he /she is working without any other remuneration.
- vi. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination.
- vii. If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an

opportunity of being heard.

- viii. If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- ix. Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- x. The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- xi. The fellow/scholar shall be required to pay the fee prescribed by the University where he works.

(e) Teaching Assistantship for Ph.D. / Post graduate students

- (i) The teaching Assistantship instituted by the University shall ordinarily be tenable for academic session i.e. ten months per year on condition that the holder continues to fulfil the conditions for continuation of such award.
- (ii) The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective term/semester in all cases.
- (iii) The payment of teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No teaching Assistantship/s shall be drawn for a month, unless the scholarship holder has attended the Department /University regularly in that month.
- (iv) The disbursement of teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
- (v) A teaching Assistantship(s) holder shall not combine any other course of study without permission of the Vice-Chancellor.
- (vi) A teaching Assistantship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the

University.

- (vii) A teaching Assistantship(s) holder shall at all times maintains good conduct and behaviour and observe all rules of discipline.
- (viii) Award of Teaching Assistantship for postgraduate course shall ordinarily be covered under following conditions:
 - (aa) Students who are admitted on full time basis and who have a valid GATE score greater than or equal to 90 percentile. Scholarship may also be awarded to students with lower GATE percentile depending upon the merit position as per decision of the Management.
 - (ba) Initially the Scholarship will be given for one term/semester only. Its continuation is subject to satisfactory performance as laid down in the Rules for the program.
 - (ca) Full time students, who were not awarded a Teaching Assistantship, would be considered for same at the end of each of the Academic year. Such Assistantship may be offered to all students who have GPA greater than or equal to 8.5 on scale of 10.
 - (da) No award of scholarship will be considered after the second term/semester is over.
 - (ea) The students may be allocated load by the HODs, for the following:
 - (1) Assistance in tutorial classes for UG Programs;
 - (2) Assistance in lab classes for UG Programs;
 - (3) Assist HOD, nominated supervisor(s), Program coordinator(s) or faculty in charge fellowship coordination for:
 - ❖ Record keeping in the Department;
 - ❖ Development of Labs;
 - ❖ Stock taking of Labs/Stores;
 - ❖ Literature survey;Report(s) preparation;

- ❖ Tabulation of Results;
- ❖ Evaluation of Tutorial & Lab work;

(4) Invigilation Duties;

(5) Any other work assigned by HOD/University Authorities.

(fa) The Teaching Assistantship shall be liable to termination, if:

(1) The scholarship holder discontinues studies during the middle of a session;

(2) Failure in any subject;

(3) A Ph.D. student records an unsatisfactory performance in the Semester Progress Report. Conversion from full time to part time status;

(4) Attendance in Lectures, Tutorials and Laboratories taken separately is less than 80%;

(5) Unsatisfactory performance in the teaching load allocated;

(6) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Dean of school, found guilty of a breach of the Ordinance.

(ga) Teaching Load: Total assistantship load of 8 hrs/weeks shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by Program coordinators/ course coordinators.

(ha) Amount of Assistantship: the Executive Council on recommendation of the Academic Council will decide the amount of fellowship from time to time.

(f) Scholarships

University may announce scholarship schemes for undergraduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Executive Council. The University also

has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

(g) **Gold Medals**

The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma Programs. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:

(i) **Chancellor's Gold Medal (Overall Star Performer including Academics).** The Chancellor's Gold Medal will be awarded to an undergraduate/Post graduate student who will secure first position in the University among all programs/courses, branches running in the University and other contributions in the University.

(ii) **Chancellor's Silver Medals.** The Chancellor's Silver Medal will be awarded to students for the following categories:

(a) Best All-round Student

(b) Sports

(c) Cultural

(d) Innovation and Entrepreneurship

(iii) **Vice-Chancellor's Gold Medal.** The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in each program/stream running in the University.

(iv) A committee will be constituted by the Vice Chancellor to examine the cases of proposed gold medal winners. A brief report will be

presented by the Committee with comments on their behaviour, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, failed in any subject or detained.

9. Ordinances for the Conduct of Examinations.

(a) The University Examinations: General Guidelines

- (i) Examinations of the University shall be open to all students' subject to their meeting the requirement for taking the said examination. The Rules and Regulations as below with regard to examinations shall be applicable to all the students who are studying in the University in any mode.
- (ii) Students shall appear in the examination for the registered subjects only,
- (iii) Any person who has been expelled or rusticated from the University or has been debarred from appearing in the University examination for any reason shall not be permitted for any examination during the period for which the sentence is in operation.
- (iv) Notwithstanding anything contained in the Ordinances relating to admission of students to an examination of the University, the Vice-Chancellor may, in special cases in which he/she is satisfied on the cause, may allow the student to take the examination.
- (v) The permission given to a student to appear in examination may be withdrawn if it is found that:
 - (aa) The hall admit card/information to effect was issued or permission was given through a mistake or
 - (ba) The student was not eligible to appear in the examination or.
 - (ca) Any of the particulars given or document submitted by the student in or with the application for enrolment, admission or admission to an examination is false or incorrect.

- (vi) Permission will not be given to a student to appear in the examination hall unless he/she produces the University identity card before the Invigilator or satisfies such officers that it shall be produced. A student shall produce his/her Identity card whenever required by the Controller of Examination (COE) or the Invigilator.
- (vii) In the Examination Hall, the student shall be under the disciplinary control of the Controller of Examination/Invigilator of examination hall and he/she shall obey his/her instructions. In the event of the student disobeying the instructions, or continues with his/her undisciplined conduct or insolent behaviour towards the Controller of Examination or any Invigilator, the student may be removed from the hall and disallowed the day's examination, and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations after approval from the Vice Chancellor.
- (viii) If a student acts in a violent manner or uses force or makes a display of force towards the Controller of Examination or any Invigilator at the Hall/Examination room or in its precincts, endangering the personal safety of either of them or acts in a manner threatening the authorities in the discharge of their duties, the student may be expelled from the hall and if needed police help may be sought.
- (ix) If a student brings any dangerous weapon within the precincts of the examination hall he/she may be expelled from the examination and/or handed over to the police.
- (x) A student expelled on any of the grounds mentioned above will not be allowed to appear in the subsequent papers.
- (xi) In every case where action is taken, a full report shall be sent to the Registrar of the University and the University Disciplinary Committee may according to the gravity of the offence, further punish a student by cancelling his/her examination and/or debarring him/her from appearing at the examination for one or more years after giving the student an opportunity to show cause and considering any explanation submitted by the student.

- (xii) If a student is found guilty of using or attempting to use or having used unfair means at an examination the actions shall be taken as per procedure defined in the Academic Rules for the respective programs.
- (xiii) The University Examination Committee may with approval of the Vice- Chancellor cancel the examination of a student and/or debar him/her from appearing in an examination of the University for specified term, if it is discovered afterwards that the student was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of the University records including the answer-books, mark-sheets, result-charts, diplomas and the like.
- (xiv) When the University intends to award any of the aforesaid penalties under clauses as above, it shall give the student concerned an opportunity to show cause in writing, as to why the proposed penalty may not be imposed on him/her and shall consider the explanation, if any, be filed within the specified time, before awarding the penalty.
- (xv) In case of a student who is unable to appear in the examination due to sickness or other causes, such cases may be treated as special cases after satisfying the genuineness and as per the gravity of the case; the remedial measures may be taken as provided in the Rules of the Program with the approval of Vice-Chancellor.
- (xvi) An amanuensis shall be allowed in case of blind students or the students who are disabled due to an accident or disease and unable to write the examination with their own hands.
- (xvii) The University shall lay down the eligibility conditions for appearing in the Examination like minimum attendance in the rules of the programs. Students shall have to obey the academic rules and regulations in this regard.
- (xviii) No Regular student will appear in the examination of the University if he/she:
 - (aa) has concealed important information from the University at the time of admission;

- (ba) has been prosecuted in any indiscipline case and so decided by the Vice-Chancellor;
- (ca) does not possess the minimum academic qualification to appear in the examination;
- (da) does not satisfy all the provisions of this Ordinance or/and any other Ordinances which govern the permission to appear in the examination;
- (ea) has not fulfilled the attendance requirement.

(b) Conduct of Examination

- (i) Controller of Examination may be appointed/nominated as per discretion of the Vice-Chancellor, as and when required.
- (ii) All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Vice-Chancellor.
- (iii) The Controller of Examination shall prepare and duly publish a Date sheet for examinations as per the Academic Calendar of the program.
- (iv) The Controller of Examination shall determine the examination rooms for the examinations and shall issue proper instructions and guidelines for utilization of same.
- (v) Controller of Examination shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her.
- (vi) The Controller of Examination shall supervise the work of Invigilators and shall conduct the examination strictly, according to the instructions issued by the University.
- (vii) The Controller of Examination shall wherever necessary, send a confidential report to the Vice Chancellor about the conduct of examination, mentioning therein the performance of the Invigilators and the general behaviour of the examinees. The Controller of Examination shall also prepare a daily report on the number of

examinees attending each of the Examinations, absentee numbers and such other information relating to the examinations being held at the different examination halls as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the Vice-Chancellor.

- (viii) Unless otherwise directed, only teachers of the University shall be appointed as Invigilators by the Controller of Examination, provided that a teacher of the subject of the written examination at any session shall not generally be an Invigilator at such session of the examination but available for any clarification at any location.
- (ix) It shall be the duty of Invigilators to ensure the correct identity of the student. For this each student will carry the University identity card issued to him.
- (x) The University may, from time to time, appoint flying squads to see that the conduct of the examination is strictly according to the rules and procedures laid down. In the event of the flying squads points out any serious breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
- (xi) The Controller of Examination may, with the approval of the Vice-Chancellor, cancel an examination at all hall/locations if it is satisfied that there has been a leakage of question papers or any other irregularity, which warrants such a step.
- (xii) The Controller of Examination may issue such general instructions in consultation with the Vice-Chancellor and the Registrar for the guidance of the Examiners, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
- (xiii) Subject to the provisions of this Ordinance, The Controller of Examination, in consultation with the Academic Council, may from time to time make, alter or modify the rules and procedures about the conduct of examination.

(c) Pre-Preparations for Examination

To conduct the examination smoothly in the University, the following preparatory action will be initiated by the Controller of Examinations:

(i) Process for Appointment of Examiners

(aa) The examiners generally shall be teachers having taught the course under arrangement of Course Coordinator.

(ba) Each department will have a paper-moderation committee appointed by the Dean. All question papers of the department will be moderated by the committee, if so required. Vice Chancellor may however, allow dispensation with this process.

(ii) Process for Setting Question Papers:

(aa) As per dates specified in Academic Calendar, all processes and necessary action which shall be taken by the Controller of Examination to conduct the examinations.

(ba) A brief notice will be issued by the Controller of Examination to all appointed examiners to set the question paper 7-10 days before the date of start of examination, mentioning the important points like place for setting of question paper, due date of submission of question paper, authority to whom the question papers be submitted etc.

(ca) Format of question paper (header/footer etc) should be the same as defined in the notice by Controller of Examination Office.

(da) From the point of view of confidentiality, all examiner(s) will set question papers in the examination control room only, which will be specified by the University and shall have stand-alone computers, printers where use of USB devices is disabled etc.

(ea) All appointed examiners shall set question papers in two sets

for each course. The set to be used for the examination will be selected by the Dean/ Vice-Chancellor prior to the examination. This requirement, however, may be waived by the Vice Chancellor.

- (fa) Before submission of question papers, all examiners must ensure that the question paper is error free and it has been sealed properly for the respective examinations. The same shall thereafter be moderated, if required, by the Departmental Moderation Committee.
- (ga) All question papers shall be submitted to the Controller of Examination by the Course Coordinator or Chairman Moderation Committee.
- (ha) All question papers shall be submitted within due dates duly moderated and authenticated by the moderator(s).
- (ia) All question papers received by the Controller of Examination, shall be kept in sealed and safe custody.
- (iii) **The process for preparation of Date Sheet/Seating Plan/Invigilation Chart/Photocopying of Question Papers** (room wise) will be made by the Controller of Examination as under:
 - (aa) A brief notice with important instructions regarding examination schedule timing, shift, code and conduct of examination will be notified by the Controller of Examination. This shall be ERP system based activity.
 - (ba) After finalization of Date Sheet of the examination, seating plan for all halls will be prepared as per seating capacity of the rooms. This shall be ERP system based activity.
 - (ca) As per instructions for the Controller of Examination, room wise invigilation chart will be prepared keeping in account the room capacity and requirement of Invigilators there to. This shall be ERP system based activity.
 - (da) The printing of the question paper selected by the Dean/ Vice

Chancellor shall be done by the examination cell and all printed question papers shall be sealed in envelopes in accordance with the room's capacity and date sheet. Printing of question papers will be done under the supervision of the Controller of Examination or his nominee.

(ea) Envelopes of question papers shall be kept in safe custody of Controller of Examination.

(d) Invigilation during Examination and related activities

Controller of Examination shall take out Invigilation duty chart well in advance of any examination. This shall be ERP system based activity. All teachers of the school/Department and PhD scholars in receipt of Research Assistantship may be nominated for such duties. The processes which have to be followed by the Invigilator(s) in the examination hall shall be as under:

- (i) The nominated Invigilators are required to collect examination material from the Examination Control Room 20 minutes before the commencement of the examination.
- (ii) All Invigilators are required to reach the Examination Hall at least fifteen minutes before the start of the examination after collecting the packet of Question Papers and the examination materials comprising :
 - (aa) Envelopes of question papers/Bundles of Answer Books.
 - (ba) Attendance Sheets of Students
 - (ca) Absentee Proforma/ Attendance Statement
 - (da) Any other material as per the requirement of the paper setter.
- (iii) Answer sheets will be issued 7-10 minutes before examination.
- (iv) The Invigilator should ensure that the seating arrangements have not been disturbed and all seats/desks are in order and the students are seated as per seating plan.
- (v) Before issuing the question papers the nominated hall in charge shall make statutory announcement to include

- (aa) Please check that you are not carrying mobile/digital equipment which carries memory or photographs which you are not supposed to carry.
- (ba) Please check that you are not carrying any slips of paper/notes/books or any other document whether belonging to same subject or not.
- (ca) Please wear your ID card around the neck. In case you do not have ID card, please stand up and we shall take you to Registry and obtain an authorization slip to appear in the examination. If later, it is found that you are not carrying your ID card your examination shall be cancelled.
- (da) Please ensure that you are sitting in the correct Hall.
- (ea) Do not forget to sign on the attendance sheet which shall be brought to you by the Invigilators in due course.

- (fa) You shall not be allowed outside the hall after commencement of examination for minimum of 30 minutes for mid-term examination & one hour for end term examination.
- (vi) Question papers will be issued 5 minutes before the start of the examination and students should read the question paper after Invigilator announces time of start.
- (vii) Invigilators will ensure that students study material relating to the examination and or unauthorized material is placed at a place designated by the Invigilation Staff/outside the examination hall.
- (viii) Unless otherwise nominated, the senior most teachers in the examination hall will be in charge of examination in that hall.
- (ix) No student shall be permitted to appear in the examination without the production of University Identity Card.
- (x) Students coming late by more than specified time will not be allowed in the Examination Hall. The late arriving student will be asked to

report to the Controller of Examination who may allow the student to appear as per their discretion but no extra time will be given.

- (xi) Students are not permitted to borrow pen/pencil/eraser/calculator or any other items from other examinee.
- (xii) Programmable calculators are not allowed in the examination hall. Calculator up to fx 100 are only allowed. Calculators will be allowed on the day there is a requirement for the calculator to be used as specified by examiner setting the paper.
- (xiii) No student is allowed to go out of the Examination Hall even temporarily, without the permission of the Invigilator on duty. Students will not be permitted to leave the Examination Hall till half an hour before the scheduled finish time. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall unless he/she gives convincing explanation.
- (xiv) Mobile phones or any other electric gadgets except calculators will not be carried inside the Examination Hall.
- (xv) Students are advised to write their Names/Enrolment Nos. on the Answer Book, before they start attempting the question paper. They are also required to write their Name/Enrolment No. on the question paper. The question papers shall not be circulated.
- (xvi) Answer Books are to be collected immediately after the examination is over, checked with the absentee list, and arranged serially before handing over to the Examination Control Room.
- (xvii) Any Invigilator who is unable to perform invigilation duty should inform the Controller of Examination well before the examination through any means of communication.
- (xviii) A student found talking during the examination hours shall be warned not to do so. If the student continues talking in spite of the warning by the Invigilator, the answer-book of such examinee shall

be withdrawn and second answer-book be supplied and the case will be referred to the Unfair Means Committee.

- (xix) If students are found copying or using any other unfair means in the examination hall/room, the Invigilator in charge of an examination hall take action against the examinee, in the following manner:
- (aa) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a UFM proforma shall be filled with date and time.
 - (ba) The statement of the examinee and the Invigilator shall be recorded.
 - (ca) The examinee shall be issued a fresh answer-book marked 'Duplicate-Examinee Using Unfair Means' to attempt answer within the remaining time prescribed for the examination.
 - (da) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialled by the student shall be forwarded to the controller of examination by name in a separate confidential sealed packet marked 'Unfair Means'.
 - (ea) The material so collected from the examinee, together with both the answer-books, viz, the answer-book collected while using unfair means and the other supplied afterwards, will be sent to the Unfair Means Committee for its decision.
 - (fa) The cases of the use of unfair means at the examination, as reported by the Invigilator along with the report of the unfair means activity, shall be examined by Unfair Means Committee constituted by the Controller of Examination and approved by the Vice Chancellor. The Committee shall, after examining the cases, decide the action to be taken in each case as per rules and submit the report to the controller of examination in regard to all cases of the use of unfair means with the recommendations of the Committee in each case.

- (ga) Further, the controller of examination shall send the report of the Unfair Means Committee to the Vice-Chancellor for approval of decisions recommended by the Unfair Means Committee.
- (e) **Rules on Unfair Means.** The same shall be as laid down in the respective Regulations for each program.
- (f) **Evaluation of Answer Scripts and Result compilation/Grading**
 - (i) Controller of Examinations shall codify each answer sheet before supplying same to the Course Coordinators for evaluation. This requirement may be dispensed with approval of the Vice Chancellor.
 - (ii) **Process for evaluation and submission of answer scripts**
 - (aa) Answer scripts of the respective question papers shall be normally evaluated by faculty members teaching the subject along with the Course Coordinator(s) concerned.
 - (ba) Course Coordinator(s) shall allot specific questions to the faculty members evaluating answer script. The Course Coordinator(s) will be responsible for entry of the marks, grades in the result sheet/ERP system as well as submission of the result to the Controller of Examination.
 - (ca) After evaluation, it is necessary to show the answer scripts to the students concerned for maintaining the transparency before submission to the examination section.
 - (da) All answer scripts shall be submitted to the (Examination Section) immediately after the declaration of the result/ or as per schedule announced.
 - (iii) **Grading of the subject**

The grading shall be carried out as per the Grading System defined by the University. Grading for each course shall be finalized/ moderated by the grading committee of the department and normalized by the School moderation committee.

(iv) **Approval of Result**

All results after departmental moderation shall be sent to the Vice-Chancellor for approval. After approval, it will be published for all the students concerned.

(v) **Declaration of Result**

Term / Semester wise final result will be announced within 15 (fifteen) days of culmination of end term examination. A notice to this effect will be put in the University website.

10. Ordinances pertaining to Conditions for Students Residence Rules and Discipline

(a) **General**

- (i) There shall be Halls of Residence for resident students. Each Hall of Residence may, consist of more than one Hostel, as may be allocated.
- (ii) Each of the Hall of Residence and Hostels may be given such names as decided by the Management.
- (iii) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys and Girls Hostel.
- (iv) The students residing in the University Hostel shall pay such charges as may be prescribed by the Management from time to time.
- (v) All halls combined shall have a Senior Warden who shall be appointed by the Vice-Chancellor for a specified period and on such terms and conditions as may be prescribed by the Management from time to time.
- (vi) Each Hostel shall have Warden(s), who shall be appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be prescribed by the Management from time to time.
- (vii) The Warden shall ordinarily be required to stay in the Warden's

room during the tenure of his office.

- (viii) Every Hall of residence shall maintain such Register and records, as may be prescribed by the University, and shall furnish such statistical information as the University may require, from time to time.
- (ix) Every resident shall have to observe discipline as per the hostel rules and standing orders.
- (x) Duties of Senior Warden and Warden shall be prescribed and may include:
 - (aa) supervise the Hostels in his/her hall/Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;
 - (ba) inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
 - (ca) permit stay of any guest according to the Hostel Rules;
 - (da) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of student welfare all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;
 - (ea) ensure maintenance of discipline and decorum in the premises of the halls of residence; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with DSA;
 - (fa) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;

- (ga) supervise the functioning of the Mess and the working of the Mess Staff if required;
 - (ha) be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
 - (ia) have the right to inspect Hostel Rooms at all hours;
 - (ja) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
 - (xi) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.
- (b) **Rules and Standing Orders for Hostellers:** The same shall be as provided for in Academic Rules and are the as below:
- (i) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
 - (ii) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
 - (iii) Students must show their ID card to the security staff every time they enter/leave Hostel gate.
 - (iv) Students are required to compulsorily get their rooms cleaned by

the house keeping as per announced schedule.

- (v) Smoking, consumption/possession of banned substance suspected to be narcotics)/ liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke disciplinary action as per DISCIPLINARY GUIDELINES. The Penalty may include rustication from the Hostel/ University. Students are expected not to indulge in any of the above mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- (vi) To maintain Discipline in Hostels, Student Welfare Interventions (surprise checking of room) happens from time to time by the respective Block Warden at any time. If any student is found in possession of any Prohibited Substance a detailed report along with photographs (for proofs) is submitted to Sr. Warden for further processing who in turn takes the case to Proctorial Committee for Disciplinary Action.
- (vii) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- (viii) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (ix) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (x) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (xi) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.

- (xii) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (xiii) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (xiv) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.
- (xv) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day- to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- (xvi) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- (xvii) No student is allowed to engage private servant or keep pets.
- (xviii) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (xix) Students can be permitted to visit their Parents, Local guardians,

near relatives occasionally. All such visits shall have to be after due permission from the authorities.

- (xx) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- (xxi) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- (xxii) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- (xxiii) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (xxiv) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- (xxv) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (xxvi) Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- (xxvii) Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
- (xxviii) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written

permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.

- (xxix) The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises.
- (xxx) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- (xxxi) Further, the Procedure/Instructions for obtaining out pass shall be as below:
 - (aa) It is mandatory for all the students to have the Out pass for stepping out of campus applied through ERP. Manual Out pass are permitted only in exigencies)
 - (ba) All Day Out Pass / Short Leave pass needs to be approved by the Parents only however all Long Leave / Night Out Pass will have to be approved through Parents first and then Block Wardens.
 - (ca) In case of grave emergency, immediate out pass can be issued by the Registrar/DSA/Senior Warden.
 - (da) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
 - (ea) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice keeping Block Wardens informed.
 - (fa) All students are required to be back inside the campus by 07:00PM on all days (April-September) and 6:30pm (October- March).
 - (ga) The timings for the out pass as above shall be reviewed by Department of Student Affairs and communicated from time to time and shall be binding on the students.

(c) Rules for Discipline

- (i) The welfare and discipline of students are two integral parts of an

Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behaviour by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

- (ii) The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.
- (iii) Every student shall always carry on his/her person the Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff / Hostel Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar/ Security/Sr. Warden.
- (iv) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.

- (v) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
 - (aa) Disobeying the teacher/officials or misbehaving in the class.
 - (ba) Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students
 - (ca) Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
 - (da) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
 - (ea) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
 - (fa) Damage to the University property.
 - (ga) Indulging in acts of theft, stealing and misappropriating.
 - (ha) Any other activity that defames the University and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
 - (ia) Use of mobile in the class/academic area.
 - (ja) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - (ka) Any other conduct anywhere which is considered to be unbecoming of a student.

(d) **Rules for Students Conduct & Behaviour in Campus and Outside.** The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions,

pertaining to their academic, co-curricular and other activities.

- (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- (iii) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- (iv) The Vice Chancellor is overall in charge of the academic activities including attendance and leave of students.
- (v) Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.
- (vi) Conduct and Behavior
 - (aa) Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra- curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
 - (ba) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
 - (ca) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.

- (da) Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- (ea) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- (fa) If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- (ga) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- (ha) Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- (ia) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the student welfare officer.
- (ja) No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
- (ka) No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (la) Students must pay all fees and other dues on specified dates.

If they do not do so, they render themselves liable to penalties as in force from time to time.

- (ma) Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- (na) Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.
- (oa) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honourable Supreme Court.
- (pa) Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
- (qa) All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University,
- (ra) Smoking, consumption/possession of banned substance suspected to be narcotics / liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly

prohibited. Any violation will invoke Disciplinary Action as per DISCIPLINARY GUIDELINES. The Penalty may include rustication from the Hostel/ University.

(sa) To maintain Discipline in Hostels, Student Welfare Interventions (surprise checking of room) happens from time to time by the respective Block Wardens (in consultation with Senior Warden) at any time. If any student is found in possession of any Prohibited Substance a detailed report along with photographs (for proofs) is submitted to Senior Warden for further processing who in turn takes the case to Proctorial Committee for Disciplinary Action.

(ta) The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed within the University premises including guest houses. Food with eggs as ingredient may however be consumed. Fish, chicken, Meat of any kind however, shall not be allowed inside the campus. Further, the same shall apply to utilization of silk on the University Campus.

(e) **Rules and Regulation for Library.** The rules governing the same shall be as below:

1. Every student has to register by filling library membership form. The form can be collected from library help desk or can be downloaded from library website.
2. Student will receive welcome email from the library with personalized Login ID and password. Students must change their password immediately and also update their profile through library Online Public Access Catalogue (OPAC).
3. Personal property or books other than those belonging to the library must be deposited at the entrance gate. Do not to leave any valuables items at the Check Point. Library is not responsible for any loss of personal belongings.
4. Students must carry their University ID card while accessing the

library premises and must show their ID card when asked for.

5. RFID/EM system has been implemented in the library for smooth functioning of the library. Students may issue/return of the books themselves as per their entitlement.
6. Library system generates SMS/Email alerts on registered email/mobile number, ensuring successful transaction.

7. The books must be returned on or before the due date of return of the book. Overdue reminders will be generated by library system on registered email ID. In case of delay in returning of books, overdue fine of Rs. 5/- per day will be charged.
8. Library books should be used with utmost care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the library staff immediately, otherwise the borrower shall be required to replace the book by a new copy or pay double the cost of the book. In case of loss of book, the student is required to pay double cost of books along with overdue fine (if any).
9. Library has followed open access mechanism for arrangements of books on book shelves. Therefore, students are advised to leave the book on table after consultation or otherwise there are chances to misallocate the book on the shelves.
10. Library cards are non-transferable, and student should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
11. Before leaving the Library, a student should ensure whether he/she has received alter SMS/E-mail from the library system for getting the books properly issued/return if not, must report this to library staff at the help desk
12. Reference books, CDs/DVDs, Journal /Magazine are not issued at all.
13. The loss of library books or borrowers ID card must be immediately brought to the notice of the Librarian in writing.
14. Polite and courteous behaviour inside the library is expected from all the users and silence must be observed inside the reading rooms.
15. Use of Mobile phone is strictly prohibited inside the library.
16. Food and drinks are not allowed in the library. Smoking is strictly prohibited in the library or any part of the University Campus.

17. Students must follow the library rules and regulations for availing library facilities and services. All guidelines and rules are available on library website.

(f) **Anti-Ragging Measures**

The University shall have a zero-tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

(g) **Policy to prevent Sexual Harassment**

The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full compliance with "The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal)" Act, 2013 (the "Act"). All references / complaints pertaining to any matter will be handled within the ambit of the said Act and the Rules framed thereunder. The policy so defined should be communicated to all employees by HR department and to the students by Dean Students' Affairs and they be made aware of the complaint and redressal mechanism for same.

11. Ordinances pertaining to the Appointment and Emoluments of Employees, other than those for whom a provision has been made in the Statutes;

Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and, on the person, agreeing to do so appoint him to the post:

(a) **REQUIRMENT OF POLICY**

The University takes utmost pride in our faculty and its quality. The University believes in having teaching team members on roll and hence we would use visiting or part time faculty only in the case of the need for the same. For shortage of faculty in a given area (where we do not have regular

faculty), Schools may need the services of professionals/academicians to teach a specific course or part of a course to the UG or PG students of the University.

Such appointments are made subject to the approval of the Vice-Chancellor for a specified period for carrying out a specific teaching assignment. Part-time Visiting faculty are paid an honorarium for the assignment in accordance with rules framed by the UGC and are not deemed as regular employees of the University.

(b) **PROCESS**

Request for appointment of Visiting Faculty shall be submitted by the DEAN/HOD on the standard application form with the approval of Vice-Chancellor. The format would clearly capture the number of hours (maximum) needs to be engaged & remuneration per hour. This approval must reach HR before the start of semester. HR would issue an appointment on terms and conditions for the semester.

Profiles of the visiting faculties can be shared by respective school's in case of non-availability of the same, HR Department will search the profiles for further processing.

Format must have their detailed CV and other mandatory documents attached for statutory and payment purposes. VC may also need the load chart of the current faculty members and the need for such faculty in detail.

(c) **QUALIFICATION**

The qualification and selection procedure for appointment of Visiting Faculty shall be the same as those prescribed for the regular Assistant Professors of Universities/Colleges in UGC regulations.

However, the composition of the selection committee shall be as follows:

- 1) Dean/HOD
- 2) One expert in the concerned subject nominated by the Vice-chancellor
- 3) One internal senior professor of the department
- 4) HR Head or his/her nominee

(d) **RIGHTS**

Visiting faculty will not be treated like regular teachers for voting rights or for becoming the members of the statutory bodies of the University. We would prefer a visiting professor not teaching visiting anywhere else.

(e) **REMUNERATION**

Honorarium of Visiting Faculty shall be as follows:

Level	Essential Experience	Honorarium Bench
Visiting Faculty	Below 5 years	Rs. 1000/- per hour
Visiting Faculty	Between 5 to 10 years	Rs. 2000/- per hour
Visiting Faculty	Above 15 years	Rs. 3000/- per hour

Honorarium includes travel and other logistic arrangement to be made by the concerned faculty.

(f) **ATTENDANCE AND FINAL PAYMENT**

Coordinators or representative of dean must give their attendance on monthly basis like a normal team member for payment purpose. The attendance calendar would be 21st to 20th of every month. HR would process monthly payments. Last & final six classes payment would be made on successful completion of course/classes, evaluation if any.

12. Ordinances pertaining to Establishment of Centre of Studies, Boards of Studies, Interdisciplinary Studies, Special Centres, Specialized Laboratories and other Committees;

- (a) The University shall have such Schools of Studies, Special Centres and Specialized Laboratories as may be specified in the Ordinances.
- (b) The University shall have the following Schools/Centres, namely:
 - (i) School of Engineering and Technology
 - (ii) School of Management

- (iii) School of Law
 - (iv) School of Agriculture
 - (v) School of Medicine and Health Sciences
 - (vi) School of Science and Humanities
- (c) University may add Schools / Centres / Department at any time with the approval of Executive Council under the relevant provisions of the Act.
- (d) Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the approval of the Executive Council.
- (e) Each Department shall consist of the following members, namely;
- (i) Teachers of the Department;
 - (ii) Persons appointed to conduct research in the Department;
 - (iii) Honorary Professors, if any, attached to the Department;
 - (iv) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
- (f) Each School/Centre/Department shall have a Dean/Director/HOD respectively. Deans and Directors shall be appointed against specific appointments and shall be responsible for the overall functioning of the respective School/Centre. HODs shall be appointed by the Executive Council, based on recommendations of the Vice Chancellor, from amongst the Professors of the concerned faculty / or as a direct recruitment subject to fulfilling the eligibility criteria as professor for a period of five years.
- (g) Every School/Centre/Department shall have a Board of studies consisting of the all or less of following members, namely:
- (i) The Dean of the School/Director of centre/HOD of Department as Chairperson respectively;
 - (ii) The Dean of Academic Affairs;
 - (iii) The Heads of Departments (for School having departments);
 - (iv) The Professors in the Departments in the school;

- (v) One Associate and Assistant Professor each, by rotation according to seniority, from each Department in the School;
 - (vi) Minimum two external members (one from academia and one from industry) elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge, based on recommendations made by the Schools/departments;
 - (vii) Such other members, but not exceeding two, as may be specified in the Ordinances;
- (h) All members of Boards of studies, other than ex-officio members shall hold office for a term of three years. Term of members shall commence from such date as may be notified.
- (i) Every Board shall have such powers and shall perform such duties as :
- (i) organise instructions and research in the subjects under the general supervision of the Dean and the Academic Council;
 - (ii) consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
 - (iii) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching- learning process relevant to the needs of the time;
 - (iv) recommend introduction, alteration and modification of courses in the Program;
 - (v) recommend introduction of new degree or diploma programs or discontinuation of existing ones in the Schools/Department;
 - (vi) to suggest to the Dean of the faculty concerned, organization of orientation and refresher courses in the subject;
 - (vii) recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
 - (viii) consider and recommend research schemes;
 - (ix) Consider to constitute its Sub-committee (s) if required. A Sub-Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand

dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.

- (j) The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.
- (k) Powers and Functions of the Head of the Department shall be as below:
 - (i) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;
 - (ii) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
 - (iii) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
 - (iv) Be responsible for the coordination and supervision of teaching and research in the Department;
 - (v) Be responsible for monitoring and mentoring the academic progression and reaching learning of the students, including identifying weak students and providing requisite guidance;
 - (vi) Ensure that the academic rules are fully implemented and compiled by the faculty and students of the department in all spheres of the academics from conduct of classes, evaluation and assessment.
 - (vii) Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
 - (viii) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
 - (ix) Operate the Budget of the Department in consultation with the Dean; and
 - (x) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

13 Ordinances pertaining to the manner of Co-operation and Collaboration with other Universities and Authorities including Learned Bodies or Association;

- (a) The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time.
- (b) The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any, etc.
- (c) Generally, but not limited to scope defined below, following may be agreed upon
 - (i) Promote Collaboration and partnership between the Universities/ Institutes in the field of higher education.
 - (ii) Exchange of Faculties and Researchers
 - (iii) Exchange of graduate students for a specified duration and courses
 - (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports
 - (v) Invite representatives of each other's academic community to participate in conferences and colloquia.
 - (vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs.
 - (vii) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:-
 - (aa) Design of curricula for undergraduate and postgraduate studies.

- (ba) Development of faculty profiles.
- (ca) Internship opportunities with companies abroad.
- (da) Establishment of periodic quality assurance practices and procedures.
- (ea) Distance learning opportunities. (fa)

Short professional training courses

- (viii) Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
 - (ix) Joint cooperative research projects
 - (x) Consultancy work to assist the development of new Postgraduate courses.
 - (xi) Enter into twinning arrangement, if allowed within the rules of the UGC.

14 Ordinances pertaining to The Remuneration to be paid to the Examiners, Moderators, Invigilators and Tabulators.

The schedule of Payment for the said tasks shall be decided and approved by the Executive Council.

15 Ordinances Pertaining to Such other Terms and Conditions of Service of Teachers and Other Academic Staff as are not prescribed by the Statutes.

Subject to the conditions laid down in the Act, the terms and conditions of service shall be made in the form of Service Rules and approved by the Executive Council. It should cover all the conditions as would be applicable to an employee and would generally include, but not restricted to following:

- (a) Personnel policies
- (b) Pay & Allowances rules
- (c) Traveling Rules
- (d) Leave Rules
- (e) Policy covering health and wellbeing/medical/Insurance
- (f) Policy on Loans and Advances
- (g) Honorarium rates and rules
- (h) Dependent's Policy
- (i) Appraisal and Career progression
- (j) Recruitment norms

- (k) Ethics Policy and code of conduct
- (l) Policy on Sponsored Projects and Consultancy
- (m) Policy on Dealing with cases of Sexual Harassment at work places
- (n) Discipline Policy
- (o) Gratuity, Provident fund
- (p) Grievance Redressal Mechanism Policy